

STATE OF SOUTH DAKOTA  
OFFICE OF PROCUREMENT MANAGEMENT  
523 EAST CAPITOL AVENUE  
PIERRE, SOUTH DAKOTA 57501-3182

## South Dakota SNAP-ED Proposal

PROPOSALS ARE DUE NO LATER THAN 07/06/2015

RFP # 319

BUYER: Division of  
Economic Assistance

POC: Mark Close  
mark.close@state.sd.us

### READ CAREFULLY

FIRM NAME: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TYPE OR PRINT NAME: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

ZIP (9 DIGIT): \_\_\_\_\_ FAX NO: \_\_\_\_\_

FEDERAL TAX ID#: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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### PRIMARY CONTACT INFORMATION

CONTACT NAME: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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## **1.0 GENERAL INFORMATION**

### **1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

Definitions of terms used:

**FNS:** United States Department of Agriculture, Department of Food Nutrition Services

**SD:** South Dakota

**DSS:** Department of Social Services

**SNAP:** Supplemental Nutrition Assistance Program

**SNAP-Ed:** Supplemental Nutrition Assistance Education

**FFY:** Federal Fiscal Year

**FPL:** Federal Poverty Level

**SNAP Eligibles:** SNAP participants and low-income individuals eligible to receive SNAP benefits or other means-tested Federal assistance programs and individuals residing in communities with a significant low-income population

The South Dakota Department of Social Services, Division of Economic Assistance is issuing an RFP for a vendor to write South Dakota's proposed SNAP-Ed plan. Approved respondent's plans are submitted to the FNS for approval. Once the SNAP-Ed plan is approved by FNS, the respondent would be the implementing agency for the SNAP-Ed program. An estimated \$605,084 is available for the grant period starting Federal Fiscal Year (FFY) 2016 with a possible option to be approved for up to 3 years. This amount is subject to change yearly based on federal budget approval. The nutrition education plan is due to FNS by August 31, 2015.

The SNAP-Ed program is administered through FNS, whose mission is to provide children and needy families better access to food, and a more healthful diet through its food assistance programs and comprehensive nutrition education efforts. The goal of SNAP-Ed is to improve the likelihood that SNAP participants and low-income individuals eligible to receive SNAP benefits or other means-tested Federal assistance programs and individuals residing in communities with a significant low-income population, will make healthy choices within a limited budget and choose physically active lifestyles consistent with the USDA food guidance.

The focus of SNAP-Ed is health promotion to help establish healthy eating habits and a physically active lifestyle; and primary prevention of diseases to help SNAP eligibles that have risk factors for diet related chronic disease prevent or postpone the onset of disease, by establishing healthier eating habits and being more physically active.

### **1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER**

The Department of Social Services Division of Economic Assistance is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Department of Social Services. The reference number for the transaction is RFP #319. Refer to this number on all proposals, correspondence, and documentation relating to the RFP.

Please refer to the Department of Social Services website link <http://dss.sd.gov/keyresources/rfp.aspx> for the RFP, any related questions/answers, changes to schedule of activities, etc.

### **1.3 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)**

RFP Publication	<u>06/02/2015</u>
Deadline for Submission of Written Inquiries	<u>06/10/2015</u>
Responses to Offeror Questions	<u>06/17/2015</u>
Proposal Submission	<u>07/06/2015</u>
Anticipated Award Decision/Contract Negotiation	<u>07/31/2015</u>

#### 1.4 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the Department of Social Services, Division of Economic Assistance by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration.

An original, 5 identical copies, and one (1) digital copy of the proposal shall be submitted.

All proposals must be signed in ink by an officer of the responder legally authorized to bind the responder to the proposal, and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected. The sealed envelope must be marked with the appropriate RFP Number and Title. The words "Sealed Proposal Enclosed" must be prominently denoted on the outside of the shipping container. **Proposals must be addressed and labeled as follows:**

**Request For Proposal #319 Proposal Due 07/06/2015  
South Dakota Department of Social Services  
Attention: Mark Close  
700 Governors Drive  
Pierre SD 57501-2291**

No punctuation is used in the address. The above address as displayed should be the only information in the address field.

No proposal may be accepted from, or any contract or purchase order awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

#### 1.5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

By signing and submitting this proposal, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.

#### 1.6 NON-DISCRIMINATION STATEMENT

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

#### **1.7 MODIFICATION OR WITHDRAWAL OF PROPOSALS**

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

No oral, telephonic, telegraphic or facsimile responses or modifications to informal, formal bids, or Request for Proposals will be considered.

#### **1.8 OFFEROR INQUIRIES**

Offerors may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after 06/10/2015. Email inquiries must be sent to [mark.close@state.sd.us](mailto:mark.close@state.sd.us) with the subject line "RFP #319."

The Department of Social Services will respond to offerors inquiries by posting the offeror aggregated questions and Department responses on the DSS website at <http://dss.sd.gov/keyresources/rfp.aspx> no later than 06/17/2015. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

#### **1.9 PROPRIETARY INFORMATION**

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of South Dakota and may be returned only at the State's option.

#### **1.10 LENGTH OF CONTRACT**

The successful offeror will be the implementing agency for SNAP-Ed for a period of 3 years. SNAP-Ed contracts are for a period of one year with the possibility of expansion for up to three (3) years, pending FNS approval. Implementation of the SNAP-Ed plan for FFY 2016 will begin October 1, 2015 and end September 30, 2016.

Liquidation Date—Final requests for payment must be made by November 30<sup>th</sup> of each contract year.

#### **1.11 GOVERNING LAW**

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in Hughes County, State of South Dakota. The laws of South Dakota shall govern this transaction.

## **2.0 STANDARD AGREEMENT TERMS AND CONDITIONS**

Any contract or agreement resulting from this RFP will include the State's standard terms and conditions as seen in Attachment A.

## **3.0 SCOPE OF WORK**

- 3.1** The South Dakota Department of Social Services, Division of Economic Assistance, Supplemental Nutrition Assistance Program (SNAP) is eligible to apply for an estimated \$605,084 for Federal Fiscal Year (FFY) 2016 for the purpose of providing Nutrition Education to South Dakota SNAP participants and low-income individuals eligible to receive SNAP benefits or other means-tested Federal assistance programs and individuals residing in communities with a significant low-income population. This amount is subject to change based on federal budget approval. Grants may be awarded for multiple projects and Respondents. Grants may be awarded for duration of one (1) or more years not to exceed three (3) years. Grants may be used to support one-time or on-going activities. Upon approval by USDA-FNS, the grant period for funding starts Federal Fiscal Year (FFY) 2016 with a possible option to be approved for up to 3 years with funding to be received on a yearly basis from FNS.
- 3.2** Respondents will be required to write a proposed SNAP-Ed plan and also be the implementing agency to deliver nutrition education. DSS will submit the SNAP-Ed plan to USDA-FNS, for approval. No funds will be awarded unless USDA-FNS approval is received. The Department of Social Services administers the funding to the implementing agency.
- 3.3** Respondents will be requested to show how they can provide nutrition education to SNAP eligible audiences that is consistent with the six SNAP-Ed guiding principles, outlined in the SNAP-Ed guidance (Attachment B)
- 3.4** Respondents must be located in South Dakota with a history of providing nutrition education services that are based on a social ecological framework model for nutrition and physical activity decisions. Respondents must describe their related history or experience.
- 3.5** Respondents must follow SNAP-Ed guidance that is provided in Attachment B to develop their nutrition education plan. Respondent's plans should follow the templates provided in the SNAP-Ed guidance. DSS will provide approved respondents with any additional state statistical information regarding SNAP recipients, waived policy approvals, or any memorandum of understanding that is required for the SNAP-Ed plan.
- 3.6** Respondents must identify the methods they will use to notify applicants, participants, and eligible individuals to the maximum extent possible, about the availability of SNAP-Ed activities in local communities.
- 3.7** Respondents must describe the nutrition education and obesity prevention services it will provide and how what approaches they will use to deliver nutrition education and physical activity services either directly or through agreements with other State, local agencies, or community organizations.

- 3.8** Respondents must ensure activities and interventions are appropriate for the eligible low-income population defined as SNAP participants and low-income individuals eligible to receive SNAP benefits or other means-tested Federal assistance programs.
- 3.9** Respondents must ensure proposed activities and interventions recognize the population's constrained resources.
- 3.10** Respondents must describe methods they will use to identify audiences. Respondents may propose specific targeting strategies and supporting data sources.
- 3.11** Respondents must include activities that promote healthy food choices based on the most recent Dietary Guidelines for Americans and nutrition messages should be consistent with the USDA Food Guidance System, MyPlate.
- 3.12** Respondents must include evidence base activities using one or more of the following approaches:
- Individual or group based nutrition education, health promotion, and interventions strategies;
  - Comprehensive, multi-level interventions at multiple complementary organizational and institutional levels;
  - Community and public health approaches to improve nutrition. To include Policy, Systems, and Environment approaches.
- 3.13** Respondents must include a description of efforts to coordinate activities with national, state and/or local nutrition education and health promotion initiatives and interventions, whether public or privately funded and describe the relationship between the respondent's agency and coordinating organizations.
- 3.14** Respondents must include an operating budget for the fiscal year with an estimate of the cost of operation for one year. If requesting a multi-year plan, then costs of operation must include multi-year budgets broken down by fiscal year.
- 3.15** Any grantee awarded funds shall provide a fiscal accounting and comprehensive program performance data based on the guidelines set forth in the SNAP-Ed guidance. The format and frequency of accounting, funds distribution, reporting, and data collection will be prescribed by the department once the grant has been awarded by FNS.
- 3.16** Respondents agree to maintain report, safeguard and insure confidentiality for all records, data, or information which is required to be maintained by the terms of the contract or by any Federal, State or DSS requirement.

#### **4.0 PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS**

- 4.1** The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the State of South Dakota is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.
- 4.2 Offeror's Contacts:** Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the point of contact of buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any state employee other than the buyer of record regarding any of these matters during the

solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

- 4.3 The offeror **may be** required to submit a copy of their most recent independently audited financial statements.
- 4.4 Provide the following information related to at least three previous and current service/contracts performed by the offeror's organization which are similar to the requirements of this RFP. Provide this information for any service/contract that has been terminated, expired or not renewed in the past three years:
  - a. Name, address and telephone number of client/contracting agency and a representative of that agency who may be contacted for verification of all information submitted;
  - b. Dates of the service/contract; and
  - c. A brief, written description of the specific prior services performed and requirements thereof.
- 4.5 If an offeror's proposal is not accepted by the State, the proposal will not be reviewed/evaluated.

## **5.0 PROPOSAL RESPONSE FORMAT**

- 5.1 An original and 5 copies shall be submitted.
  - 5.1.1 In addition, the offeror must provide one (1) copy of their entire proposal, including all attachments and cost proposal, in PDF electronic format. Offerors may not send the electronically formatted copy of their proposal via email.
  - 5.1.2 The proposal should be page numbered and should have an index and/or a table of contents referencing the appropriate page number.
- 5.2 All proposals must be organized and tabbed with labels for the following headings:
  - 5.2.1 **RFP Form.** The State's Request for Proposal form completed and signed.
  - 5.2.2 **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.
  - 5.2.3 **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
    - 5.2.3.1 A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations.
    - 5.2.3.2 A specific point-by-point response, in the order listed, to each requirement in the RFP as detailed in Sections 3 and 4. The response should identify each requirement being addressed as enumerated in the RFP.

5.2.3.3 A clear description of any options or alternatives proposed.

5.2.4 **Cost Proposal.** Cost will be evaluated independently from the technical proposal. Offerors may submit multiple cost proposals. All costs related to the provision of the required services must be included in the SNAP-Ed plan and must be included in each cost proposal offered.

## **6.0 PROPOSAL EVALUATION AND AWARD PROCESS**

- 6.1 After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use subjective judgment in conducting a comparative assessment of the proposal by considering each of the following criteria listed in order of importance:
- 6.1.1 Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements
  - 6.1.2 Resources available to perform the work, including any specialized services, within the specified time limits for the project;
  - 6.1.3 Proposed project management techniques;
  - 6.1.4 Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration;
  - 6.1.5 Availability to the project locale;
  - 6.1.6 Familiarity with the project locale;
  - 6.1.7 Ability and proven history in handling special project constraints, and
  - 6.1.8 Cost proposal.
- 6.2 Experience and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 6.3 The qualifications of the personnel proposed by the offeror to perform the requirements of this RFP, whether from the offeror's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.
- 6.4 The State reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the State of South Dakota.
- 6.5 **Award:** The requesting agency and the highest ranked offeror shall mutually discuss and refine the scope of services for the project and shall negotiate terms, including compensation and performance schedule.



- 6.5.1 If the agency and the highest ranked offeror are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the agency, the agency shall, either orally or in writing, terminate negotiations with the contractor. The agency may then negotiate with the next highest ranked contractor.
- 6.5.2 The negotiation process may continue through successive offerors, according to agency ranking, until an agreement is reached or the agency terminates the contracting process.

## 7.0 **COST PROPOSAL**

The cost proposal for the SNAP-Ed plan must follow the pre-determined cost proposal in the FNS guidance provided in Attachment B.